

# **COMMITTEE ON ACCREDITATION MINUTES**

**October 20, 2005**

**California Commission on Teacher Credentialing  
Sacramento, California**

## **Committee Members Present**

Lynne Cook  
Dana Griggs  
Fred Baker  
Irma Guzman Wagner  
Edward Kujawa  
Karen O'Connor  
Ruth Sandlin  
Sue Teele

## **Staff Members Present**

Larry Birch, Administrator  
Cheryl Hickey, Consultant  
Teri Clark, Consultant  
Teri Ackerman, Analyst/Recorder  
Beth Graybill, Director

## **Committee Members Absent**

Diane Doe  
David Madrigal  
Donna Uyemoto  
Michael Watenpaugh

## **Others Present**

Elaine Johnson, Commission Liaison  
Terry Cannings      Mary Sandy  
Iris Riggs      Joyce Abrams  
Linda Childress      Claire Palmerino

## **CALL TO ORDER**

The meeting of the Committee on Accreditation was called to order by Lynne Cook, Co-Chair, at 9:33 a.m. on Thursday, October 20, 2005.

## **APPROVAL OF THE AGENDA**

Co-Chair Lynne Cook reviewed the agenda for the October meeting. It was moved, seconded (Teele/Baker) and carried to approve the agenda as presented.

## **APPROVAL OF THE MINUTES**

The minutes of the August 2005 meeting of the Committee on Accreditation were reviewed. It was moved, seconded (Griggs/Teele) and carried to approve the minutes as corrected.

## **CO-CHAIR AND MEMBER REPORTS**

There were no reports.

## **STAFF REPORT**

Administrator, Larry Birch introduced staff member Lori Gonzales-Milanovich, who is now processing travel claims for the COA. She explained why there had been a delay in reimbursing members for their attendance at the June meeting. In the future, Lori will be placing a file folder on the table near the extra agendas for members to place any boarding pass ticket requests to be processed that day and for placement of completed travel expense claims.

Larry Birch then introduced Commissioner Elaine Johnson who will be serving as a liaison between the Commission and COA. He also introduced those members of the Accreditation Study Work Group who were present at the meeting.

It was announced the Joe Dear, Commission Consultant, will now coordinate the review process for Administrative Services Credential Programs

## **REPORT OF PROGRAM AND INSTITUTIONAL ACCREDITATION RECOMMENDATIONS**

Administrator, Larry Birch presented the items in this report.

### **Program(s) of Professional Preparation for the Education Specialist Credential**

It was moved, seconded (Sandlin/O'Connor) and carried to grant initial accreditation to the following programs of professional preparation:

Point Loma Nazarene University

Preliminary Level I

Moderate/Severe Disabilities

Moderate/Severe Disabilities Internship

Professional Level II

Moderate/Severe Disabilities

Stanislaus County Office of Education

Preliminary Level I

Mild/Moderate Disabilities District Internship (Option II)

It was moved, seconded and carried (GuzmanWagner recused) to grant initial accreditation to the following program of professional preparation:

Notre Dame de Namur University

Professional Level II

Mild/Moderate Disabilities

Moderate/Severe Disabilities

### **Program(s) of Professional Preparation for the Administrative Services Credential**

It was moved, seconded (Teele/O'Connor) and carried to grant initial accreditation to the following program of professional preparation:

Point Loma Nazarene University

Preliminary Internship

### **Program(s) of Professional Preparation for the Pupil Personnel Services Credential**

It was moved, seconded (Teele/O'Connor) and carried to grant initial accreditation to the following programs of professional preparation:

University of California, Santa Barbara  
School Psychology  
School Psychology Internship

### **Programs of Professional Preparation for the Fifth Year of Study**

It was moved, seconded (Teele/O'Connor) and carried to grant initial accreditation to the following program of professional preparation:

California Lutheran University  
Fifth Year of Study

### **Programs of Professional Preparation for the Library Media Services Credential**

It was moved, seconded (Teele/O'Connor) and carried to grant initial accreditation to the following program of professional preparation:

California State University, Chico  
Library Media Services Credential

### **RECOMMENDED AMENDMENTS TO THE COA PROCEDURES MANUAL RELATING TO THE DEFINITION OF QUORUM**

It was moved, seconded (Baker/Teele) and unanimously carried to reduce the number of COA members necessary for a quorum by one, from seven to six.

### **DISCUSSION OF SCHEDULE OF ACCREDITATION VISITS IF ACCREDITATION IS RESUMED IN 2007-2008**

Larry Birch, Administrator, presented a draft accreditation schedule which served as an example of a schedule that could be used in re-starting accreditation visits. Since the Commission has not taken action to re-start accreditation visits, this draft schedule served only to show how a schedule could be developed when a decision is made to resume accreditation visits.

Concerns were voiced by COA members about budgetary implications affecting institutions if visits are started at an earlier date than expected, and that timely notification needs to be made to institutions reflecting the dates of upcoming accreditation reviews. Members suggested that written principles be developed for scheduling. Further, a suggestion was made that there be pilot visits during the transition period. This should be discussed at a future COA meeting.

### **REVIEW OF THE ACCREDITATION SYSTEM WITH THE ACCREDITATION STUDY WORK GROUP**

This item was presented by Teri Clark, Consultant, Cheryl Hickey, Consultant, and Larry Birch, Administrator. A briefing on the October 6, 2005 Commission meeting was given. COA members agreed that it would be helpful in presenting the accreditation process to the Commission to have both IHE and K-12 representatives come to the next Commission meeting.

The COA and the Accreditation Study Work Group members present discussed the accreditation field review requested by the Commission and also a discussion of the draft survey form developed by staff. The survey is to be a web-based survey, available for two months with access to all interested parties via the Commission website. It was stressed that K-12 responses to the survey will be especially needed. Data will be disaggregated based upon the respondents experience and knowledge. It was agreed by those present that in order to receive better informed and accurate responses, there should be orientation provided for those who might be completing the survey, especially IHE faculty, prior to requesting their completion of the survey. It was suggested that COA and Work Group representatives have either regional meetings or teleconferences regarding the information which is to be given to the responding groups. It was proposed that regional members make presentations/advisements regarding the upcoming survey at professional meetings and conferences scheduled to be held prior to the posting of the survey. It was also suggested that the proposed survey should be shared with the Chair of the Commission, the Secretary of Education and the Commission Senior Managers prior to being posted.

Topic 18 Standards Review Efforts as assigned by the Commission were discussed, with the following individuals agreeing to serve on the following specific topical working groups:

### **Common Standards**

Iris Riggs, Mary Sandy, Irma Guzman Wagner, Sue Teele, Ed Kujawa, Terry Canings, Ruth Sandlin, Karen O'Connor, and Mike McKibbin. Lynne Cook will serve as the lead COA member who will convene the group.

The focus for this group will be to:

- Revisit the current language to see if it supports the proposed revised system. Specifically review the language related to assessment and see if aggregated data and the use of data for program improvement should be strengthened at the program and unit level.
- Consider adopting NCATE standards with possibly the addition of advising.
- Review language concerning admission to a program and language related to intern programs, possibly also blended.
- Retain a holistic approach to the unit and its programs.

### **Experimental Program Standards**

Barbara Merino, Diane Mayer, Mary Sandy and Mike McKibbin. Fred Baker will serve as the lead COA member and convene the group.

The group will:

- Focus on reviewing the existing experimental and alternative standards.
- Suggest changes that should be made, if any.
- Defining the interaction and requirements related to the adopted program standards when a program is submitting to the experimental program standards. They are to consider what is still required, what is suspended, what is expected and when, and how the program is evaluated.

- Determine what type of reporting there should be and when experimental programs will submit information.

### **SB2042 Standards and Required Elements**

Sue Westbrook, Joyce Abrams, Ellen Curtis Pierce, Linda Childress and Mary Sandy. Dana Griggs will serve as the lead COA member and convene the group. It has also been suggested that Margaret Olebe, Athena Waite and Catherine Kearney be contacted as they served as members of the original 2042 panel.

The group will focus on:

- Examining the standards and required elements for redundancy and if there is a shift too far away from a holistic approach to the program.
- Consideration of the compliance level when all elements are required, therefore, if one element is not fully met, the standard is not met.
- Consideration of the manageability and usefulness of the document review process as it has been implemented since 2042.
- Remembering that the teacher prep, ESM, induction, single subject matter programs, and administrative services standards all have a required elements format.

It was agreed that, due to budgetary constraints, group meetings will be held by conference call or e-mail, with the possibility of separate regional meetings. It has been left up to each individual group to determine the manner in which their meetings will be held.

Administrator Larry Birch informed the group that the January 19 meeting would need to be rescheduled to a later date as all of the conference rooms at the Commission are being used that day. It was suggested that the meeting be postponed until February which would allow the work groups to meet and prepare reports for the COA meeting. It was moved, seconded (Teele/Cook) and carried to have staff survey the COA members on terms of availability for either February 15, 16, 17, 21 or 22.

### **ADJOURNMENT**

Dana Griggs, Co-Chair, adjourned the meeting of the Committee on Accreditation at 3:15 p.m. on Thursday, October 20, 2005.